

# Workplace Alaska

## Class Specification Hearing Examiner I

**Created:**  
10/21/1997 by Adrienne Snow  
**Finalized on:**

**AKPAY Code:** P2380  
**Class Outline Cat:** B  
**Approved by:**

**Class Code:** PI0311  
**Class Range:** 24  
**Class Status:** Active

**Category:**  
**Original Date:** 10/16/1974

**Class Title:** Hearing Examiner I  
**Use MJR Form:** Standard

**Original Comments:**  
ORIGINAL

**Subsequent Revision Dates/Comments:**  
09/16/1977 - Revised Def. and MQs.  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** 04/08/2009      **EEO4:** B      **SOC:** 23-1021      **Census:** 02

**Last Update Comments:**  
Job Class Title Change; RCA Administrative Law Judge Class Study (KMurry)

### Definition:

Under general direction, conducts hearings and prepares proposed decisions on formal proceedings related to the substantive rights and obligations of persons, including corporations, subject to the provisions of the laws administered by the agency.

### Distinguishing Characteristics:

### Examples of Duties:

Presides over formal hearings and processes complex ex parte matters on complaints or applications filed with the agency or investigations instituted for the agency.

Instructs parties as to their rights.

Issues subpoenas, administers oaths, examines witnesses and receives documentary evidence.

Hears arguments, directs or permits the filing of briefs and makes ruling prior to submission of assigned matters.

Consults with agency staff members on technical subjects.

Analyzes pleadings in preparation for hearings and determines the need for, and holds pre-hearing conferences; analyzes and evaluates facts and pertinent laws, and exercises independent judgment in preparation and issuance of reports and findings.

Prepares and recommends drafts of opinions, decisions, orders and recommendations for consideration by the agency.

Advises agency officials on needed changes in hearing procedures and rules.

Performs other related duties.

### Knowledge, Skills and Abilities:

Dependent on the agency to which assigned:

Knowledge of laws governing the agency and law administered by it, and the judicial interpretation of such laws; rules and regulations of the agency; the conduct of formal hearings and proceedings; rules of evidence and procedure before the hearing body; administrative and constitutional law applicable to the agency; basic principles of organization, structure and classification; valuation of industry operating properties, and rate fixing procedures.

Ability to conduct proceedings or formal administrative hearings involving controversial issues; do the research on problems which arise in connection with hearings; analyze a variety of controversial problems in the light of applicable principles and precedents and exercise independent judgment in arriving at findings of fact and conclusions of law; make accurate summaries of evidence and prepare examiners' reports, opinions, and findings; present written statements of fact, law, and argument clearly and logically; conduct fair and impartial hearings; analyze situations accurately and effectively.

### Minimum Qualifications:

Graduation from a law school approved by the American Bar Association.  
AND

Two years of legal or quasi-judicial experience.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

**Minimum Qualification Questions:**

Have you graduated from a law school approved by the American Bar Association?

AND

Do you have two years of legal or quasi-judicial experience?